



FOLSOM LAKE COLLEGE
EL DORADO CENTER | RANCHO CORDOVA CENTER

10 College Parkway
Folsom, CA 95630

PURCHASE ORDER NO. CBF14042

PO Date: Sep 20, 2013 Date Required: Oct 17, 2013

Ordered By: KRISTIN HAAS Requisition #: 35924

VENDOR: ELITE PARTY RENTALS
11151 TRADE CENTER DRIVE STE 205
RANCHO CORDOVA CA 95670

SHIP TO: FOLSOM LAKE COLLEGE
RECEIVING
10 COLLEGE PARKWAY
FOLSOM, CA 95630

BILL TO: FOLSOM LAKE COLLEGE
ATTN: BUSINESS SERVICES
10 COLLEGE PARKWAY
FOLSOM, CA 95630

PH:916.852.1225 FAX:916.852.1211

| Line # | Item/Description | QTY | UOM | PO Price | Extended Amount |
|--------|---|------|-----|--------------|-----------------|
| 1 | RENTALS FOR ONE NIGHT EVENT ON 10/18/13 - SEE ATTACHED INVOICE | 1.00 | LOT | \$2,529.900 | \$2,529.90 |
| 2 | 10 % NON PROFIT DISCOUNT | 1.00 | LOT | \$-252.990 | \$-252.99 |
| 3 | 5% MAINTENANCE/INSURANCE FEE | 1.00 | | \$113.850 | \$113.85 |
| 4 | DELIVERY (REGULAR BUSINESS HOURS) CALL 916.608.6745 CHRIS RAINES - 1 HOUR PRIOR TO ARRIVAL | 1.00 | LOT | \$65.000 | \$65.00 |
| 5 | 50% DEPOSIT PRE-PAID_ CHECK# <i>670</i> 50% BALANCE DUE NET 30 _ UPON RECEIPT OF FINAL INVOICE | 1.00 | LOT | \$-1,227.880 | \$-1,227.88 |
| | DELIVERY DATE: TH 10/17/13 - DELIVER TO RECEIVING DEPT. INVENTORY COUNT & SIGNATURE REQUIRED FOR DROP OFF | | | | |
| | PICK UP DATE: MON 10/21/13 - PICK-UP FROM RECEIVING DEPT. INVENTORY COUNT & SIGNATURE REQUIRED FOR PICK UP | | | | |
| | Shipping/Handling (taxable) | | | | |

INSTRUCTIONS:

Sub Total

State Tax %

State Tax

EMAIL INVOICE TO:
Brenda Haney 916.608.6635
haneyb@flc.losrios.edu

Shipping

Total PO Amount

All shipments, invoices, and correspondence must be identified with our Purchase Order Number
Direct all deliveries and delivery documents to the SHIP TO address.
Direct all correspondence and invoices to the BILL TO address.
NO PAYMENT will be made without an invoice.

Payment Terms: NET 30

AUTHORIZED SIGNATURE AND DATE

Kristin Haas 9/25/13

LOS RIOS COMMUNITY COLLEGE DISTRICT

American River College • Cosumnes River College • Folsom Lake College • Sacramento City College

PURCHASE ORDER TERMS AND CONDITIONS

1. **APPLICABLE LAW:** The contract resulting from this order shall be governed by the laws of the State of California
2. **COMPLETION OF ORDERS:** LRCCD reserves the right to withhold payment until order is completed.
3. **DISCOUNTS:** Please show cash payment discount offered on your invoice in connection with any discount offered, time will be computed from date of delivery of the supplies or equipment, or from date correct invoices are received in the office specified by LRCCD if the latter date is later than the date of delivery. Payment is deemed to be made for the purpose of earning discount, on the date payment is mailed or on behalf of LRCCD.
4. **INVOICES:** Invoices shall be prepared and submitted in duplicate unless otherwise specified. Invoices shall contain Purchase order number, date, description of items, sizes and quantities, unit prices, extended totals, place and date of delivery. Invoices or vouchers not on printed bill heads shall be signed by the CONTRACTOR or person furnishing the supplies or services. Every invoice shall be properly itemized. If LRCCD has not received billing for product or services within a one year period LRCCD will not be held responsible for satisfying the debt.
5. **CHANGES:** No change or modification in terms, quantities, or specifications may be made without express authorization in writing from the LRCCD Purchasing Office and signed by the parties hereto, and no oral understanding or agreement not incorporated herein shall be binding on any of the parties hereto. If unit cost of any item exceeds the amount shown by 10% or \$250.00 whichever is less do not ship. Contact LRCCD Purchasing at the phone number provided.
6. **BILL OF LADING:** If Bill of Lading is applicable to this order, send originals to "Ship to" address and duplicate Bill of Lading with invoices to "Bill to" address. All correspondence, invoices, bills of lading, shipping memos, packages, etc., must show purchase order number. If factory shipment, advise factory to comply.
7. **TRANSPORTATION CHARGES:** Invoices for prepaid transportation charges must be supported by original receipted expense bills.
8. **FOB POINT AND FREIGHT CHARGES:** Unless otherwise specified on this order, all items shall be delivered FOB Destination. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose will be paid by LRCCD unless expressly included and itemized in the order. Unless otherwise shown, on "FOB Shipping Point" transactions, CONTRACTOR shall arrange for lowest cost transportation, prepay and add freight to invoice and furnish supporting freight bills if the amount exceeds \$50.00. On "FOB Shipping Point" transactions, should any shipments under this purchase order be received by LRCCD in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined with the inference that damage was the result of the act of the shipper such as inadequate packaging or loading or some inherent defect in the equipment and/or material, CONTRACTOR on request of LRCCD shall at CONTRACTOR's own expense assist LRCCD in establishing carrier liability by supplying evidence that the equipment and/or materials was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions. Shipments that are California intrastate in nature and where freight is to be borne by LRCCD shall be tendered to carriers with written instructions that rate and charges may not exceed the lowest lawful rates on file with the California Public Utilities Commission.
9. **PATENT INDEMNITY:** The CONTRACTOR shall hold LRCCD, its officers, agents and employees harmless from alleged liability of any nature or kind, including costs and attorney fees and expenses, for infringement or use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in connection with the contract or purchase order.
10. **TAXES:** Certain articles sold to LRCCD are exempt from certain Federal excise taxes. LRCCD will reimburse the CONTRACTOR for, or pay directly, all California State and local sales and use taxes applicable to this purchase.
11. **EQUAL OPPORTUNITY EMPLOYER:** The acceptance of this purchase order by a supplier of goods and services is a certification that such supplier complies with all provisions of executive order 11246 and is an equal opportunity employer.
12. **GENERAL SAFETY ORDERS:** All materials, supplies and services sold to LRCCD shall conform to the general safety orders of the State of California. All materials, except as otherwise specified, must be new and of the best quality of their respective kinds.
13. **INDEMNIFICATION:** CONTRACTOR shall indemnify, defend and hold harmless LRCCD, its trustees, officers, agents, employees and volunteers, from any and all claims, demands, suits, causes of action, damages, penalties, breaches of this agreement, infringement of patent rights, costs, expenses, violations of employee occupational health and safety laws, attorney fees, losses or liability, property damage, personal injuries to or death of persons, arising out of, alleged to have arisen out of, or relating in any way to CONTRACTOR's work to be performed under this agreement, except if caused solely by the negligence of LRCCD.
14. **TERMINATION:** LRCCD may terminate this agreement and be relieved of the payment of any consideration to CONTRACTOR should CONTRACTOR fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination LRCCD may proceed with the work in any manner deemed proper by LRCCD. The cost to LRCCD shall be deducted from any sum due the CONTRACTOR under this agreement and the balance if any, shall be paid the CONTRACTOR upon demand.
15. **ASSIGNMENT:** Without the written consent of LRCCD, this agreement is not assignable by CONTRACTOR either in whole or in part.
16. **PUBLIC WORKS PROJECTS:** CONTRACTOR must comply with Public Contract Code.
17. **CA LABOR CODE:** Pursuant to Section 1700, and following, the CONTRACTOR shall pay not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations. Copies of such prevailing rate of per diem wages are on file at the Business Office of the Los Rios Community College District, 1919 Spanos Court, Sacramento, CA 95825. Those copies shall be made available to any interested party upon request. The CONTRACTOR shall forfeit, as penalty to the LRCCD, Fifty Dollars (\$50.00) for each calendar day or portion thereof, for each workman paid less than the stipulated prevailing rates for any work done under the contract by him/her or by any subcontractor under him, in violation of the provisions of such Labor Code.
18. **NOTICE:** Your employees may be exposed to hazardous substances during the course of their work while on LRCCD property. For additional information on the hazardous substances that your employees may be exposed to contact the LRCCD General Services Department at (916) 568-3048.
19. **INSURANCE:** CONTRACTOR shall, at all times, maintain in full force and effect the following insurance: Workers' Compensation, Commercial General Liability, Auto Liability, and Professional Liability if licensed professional. Policy limits for each shall be at least \$1,000,000 AND \$3,000,000 AGGREGATE for bodily injury, personal injury and property damage. Any combination of General Liability and Excess Coverage can be combined to meet the Aggregate. LRCCD shall be named as an additional insured on CONTRACTOR's policies. The CONTRACTOR shall provide a certificate of insurance and required endorsements to comply with this section at least 15 days prior to commencement of work under this contract. The certificate shall state that LRCCD will be given 30 days notice of any material change or cancellation in coverage.
20. **DISQUALIFIED EMPLOYEES:** CONTRACTOR shall ensure that persons who perform services on LRCCD property have not been convicted of any felony, or any controlled substance offense or any sex offense as those terms are defined by Education Code section 87008-87010. If LRCCD determines that any person employed by CONTRACTOR to work on LRCCD property is incompetent, unfaithful, intemperate, disorderly, abusive or is otherwise unsatisfactory, CONTRACTOR shall cause that employee to be removed from working on LRCCD property immediately, and that person shall not be employed again on LRCCD property.
21. **WORK AUTHORIZATION:** Prior to LRCCD's acceptance of this Agreement, CONTRACTORS who are not U.S. citizens must provide verification of (a) work authorization status from the appropriate U.S. Department of State; (b) a copy of their U.S. visa; (c) the number of days present in the U.S.; and (d) tax treaty status. LRCCD shall not make any payments to CONTRACTOR unless CONTRACTOR holds the appropriate U.S. visa. CONTRACTOR is responsible for ensuring they are in possession of the appropriate visa.
22. **WARRANTY:** CONTRACTOR expressly warrants that all materials, goods, equipment, services, and/or labor shall conform to the requirements set forth or incorporated into this order and any applicable industry standards or requirements, shall be merchantable and free from defects in workmanship, materials and/or design (including latent defects), and shall perform as specified. CONTRACTOR further warrants that all materials, goods, equipment, services, and/or labor will be fit and sufficient for the particular purposes intended by LRCCD. Unless agreed upon otherwise between LRCCD and CONTRACTOR, the warranty period shall be the longer of: (a) any express warranty included in this service agreement; (b) one year after the materials, goods, equipment, services, and/or labor are accepted by LRCCD; or (c) any warranty period provided under any applicable California law.

E l i t e



Party Rentals

11151 Trade Center Dr. Suite 205

Rancho Cordova, CA 95670

Phone # 916-852-1225

Fax # 916-852-1211

Elitepartyrentals@att.net

Elitepartyrent.com

| | |
|-----------|-----------|
| Date | Invoice # |
| 8/20/2013 | 8391 |

Invoice

| |
|---|
| Bill To |
| Folsom Lake College 10 College Parkway, Folsom, CA 95630 Chris Clark - 916-608-6719 |

| | |
|---|---------------|
| Deliver To | PO# CBF 14042 |
| Folsom Lake College 10 College Parkway Folsom, CA 95630 | |

| Pickup Date | Event Date | Delivery Date | Notes: |
|-------------|------------|---------------|----------------|
| 10/21/13 | 10/18/2013 | 10/18/2013 | FCC Foundation |

| Quantity | Description | Rate | Amount |
|----------|-------------------------------------|------|--------|
| 180 | Natural Wood Chairs | 2.50 | 450.00 |
| 180 | Dinner Plate - Oxford White | 0.35 | 63.00 |
| 360 | Bread & Butter Plate - Oxford White | 0.35 | 126.00 |
| 180 | Salad Plate - Oxford White | 0.35 | 63.00 |
| 180 | Coffee Cup - Oxford White | 0.35 | 63.00 |
| 180 | Saucer - Oxford White | 0.35 | 63.00 |
| 180 | Teaspoon - Cellini | 0.35 | 63.00 |
| 180 | Water Goblet-Libbey | 0.35 | 63.00 |
| 180 | All purpose wine glass | 0.35 | 63.00 |
| 360 | Wine Tasting Glass-Libbey | 0.35 | 126.00 |
| 200 | Appetizer Plate - Oxford White | 0.35 | 70.00 |
| 180 | Dinner Knife - Cellini | 0.35 | 63.00 |
| 180 | Dinner Fork - Cellini | 0.35 | 63.00 |
| 180 | Dinner Spoons | 0.35 | 63.00 |
| 180 | Butter Knife - Cellini | 0.35 | 63.00 |
| 180 | Steak Knife - Cellini | 0.35 | 63.00 |
| 180 | Dessert Fork - Cellini | 0.35 | 63.00 |
| 180 | Salad Fork - Cellini | 0.35 | 63.00 |
| 18 | Coffee Carafes | 2.00 | 36.00 |
| 18 | Water Pitcher | 1.50 | 27.00 |
| 18 | Sugar Bowl - Oxford White | 2.25 | 40.50 |
| 18 | Creamer - Oxford White | 1.25 | 22.50 |
| 18 | Salt & Pepper - Oxford White | 1.75 | 31.50 |
| 18 | Bread Baskets | 2.00 | 36.00 |

Total

Payments/Credits

Balance Due

Fifty Percent(50%) deposit is required to reserve all orders. Customer is responsible for damages and/or losses to rental items in any amount not to exceed replacement value. Linens will be inspected for burns, tears, candle wax, or unusual stains upon return. Chairs and tables are subceptable to water damage and should not be rented if rain is suspected. Malfunctioning equipment must be reported to Elite Rentals before items are used.

E l i t e



Party Rentals

11151 Trade Center Dr. Suite 205

Rancho Cordova, CA 95670

Phone # 916-852-1225

Fax # 916-852-1211

Elitepartyrentals@att.net

Elitepartyrent.com

| | |
|-----------|-----------|
| Date | Invoice # |
| 8/20/2013 | 8391 |

Invoice

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|---|
| Bill To |
| Folsom Lake College 10 College Parkway, Folsom, CA 95630 Chris Clark 916-608-6719 |

| |
|---|
| Deliver To |
| Folsom Lake College 10 College Parkway Folsom, CA 95630 |

| | | | |
|-------------|------------|---------------|--------|
| Pickup Date | Event Date | Delivery Date | Notes: |
| 10/21/13 | 10/18/2013 | 10/18/2013 | |

| Quantity | Description | Rate | Amount |
|--------------|---|---------|----------|
| 220 | 20"x20" Napkins- Black | 0.72 | 158.40 |
| 24 | 130" Round Linens- Black | 16.00 | 384.00 |
| 6 | 6' Tabledrape- Black | 15.00 | 90.00 |
| 10 | Jack Stands- Folding | 3.00 | 30.00 |
| 10 | Large Serving/ Bussing Trays | 2.00 | 20.00 |
| | Sub-Total | | 2,529.90 |
| | Non-profit Discount | -10.00% | -252.99 |
| | Maintenance/Insurance Fee | 5.00% | 113.85 |
| | Delivery (regular business hrs) | 65.00 | 65.00 |
| | Sign off Required for drop off and P/U Count Needed!! | | |
| | PO#CBF14042 | | |
| Approved By: | | Date: | 10/2/13 |

| | | |
|--|-------------------------|------------|
| | Total | \$2,455.76 |
| | Payments/Credits | \$0.00 |
| | Balance Due | \$2,455.76 |

Fifty Percent(50%) deposit is required to reserve all orders. Customer is responsible for damages and/or losses to rental items in any amount not to exceed replacement value. Linens will be inspected for burns, tears, candle wax, or unusual stains upon return. Chairs and tables are subceptable to water damage and should not be rented if rain is suspected. Malfunctioning equipment must be reported to Elite Rentals before items are used.



FOLSOM LAKE COLLEGE
EL DORADO CENTER-RANCHO CORDOVA CENTER
FLC BUSINESS SERVICES

CHECK ONE

- ASG(71,72)
- College Act. Trust(81)
- Foundation(83)
- IR(13,14)
- Three Stages(55)

CAMPUS-BASED REQUISITION

8/2

2013 AUG 28 12:01

35924

DATE _____
VENDOR elite Party Rentals REQ. # CBF _____
ADDRESS 11151 Trade Center Dr, Ste. 205 PO REQUIRED(circle one) YES NO
CITY Rancho Cordova P.O. # CBF 14042
STATE CA ZIP 95670 DATE REQUIRED _____

| ITEM | DESCRIPTION | QTY | UNIT | UNIT PRICE | TOTAL |
|------|---|-----|------|------------|-------|
| 1 | Rentals for One Night Event on 10/18/13 | | | | |
| 2 | - See Attached | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |

Check Distribution

Call Student, Hold for pick up # _____
Call _____, Hold for pick up # _____
Forward to _____
Inter-Campus mail to _____
USPS mail _____
Other _____

| | |
|--------------|-----------------|
| Sub-Total | |
| Sales Tax | |
| Freight | |
| TOTAL | 2,455.76 |

Account Name BANFL Bus Unit 5201 Account 183 Fund FL-CP.FOUN Department 70903 Program 10000 Class 14105 Project Amount \$ 2,455.76

Account Name _____ Bus Unit _____ Account _____ Fund _____ Department _____ Program _____ Class _____ Project _____ Amount _____ \$ _____

AUTHORIZED Kevin Duns
Club Officer/Requestor

APPROVED Julie Howard
Faculty Advisor/Administrator

Business Services Use Only

Budget Checked _____ Vendor ID _____

Voucher # 35924 Date _____

Warrant # _____ Date 9/20/13

LOS RIOS COMMUNITY COLLEGE DISTRICT

AGREEMENT/CONTRACT APPROVAL AND ROUTING SHEET

(Except for Grants & Categorical Contracts)

ARC CRC DO FLC FM SCC OTHER _____

Agreement/Contract With: ELITE PARTY RENTALS

State the business terms of agreement: Rental of Supplies for:
FLC Foundation "One Night" Fund Raising Event
on 10/18/13

This agreement consists of the following documents: FLC PO# CBF14042 ^② FLC REQ#
CB35924 ^③ Vendor Invoice # 8391; ^④ Vendor Rental Contract (sign invoice)

Funding Source: FLC Foundation Amount \$ \$2,455.76

BANFL ~~5601~~ 83 FLCP.FOUN 70903 0000 6405

I have read and agree with the terms of this agreement:

By: Sally Howard
Area Manager/Supervisor

Date: 9/24/13

Sally Howard
(Print Name)

College VPA, DO, FM, Director

I approve as to Substance

By: Kathleen Kirklin

Date: 9/25/13

Kathleen Kirklin
(Print Name)

General Services

By: _____
Director, General Services

Date: _____

General Counsel (When necessary)

- Changes necessary as specified on the document or on the attached memorandum.
- Approved as to form.

By: _____
General Counsel

Date: _____

Los Rios Community College District

By: [Signature]

Date: 10/3/13

- Deputy Chancellor
- Vice Chancellor, Ed & Tech.
- Vice
- Chancellor of Resource & Economic Development